



Department of Housing and Community Development

NOTIFICATION OF VACANCY

March 14, 2017

POLICY ANALYST

(Policy Planning Specialist II)

POSITION #00033

LOCATION:

DHCD

**600 E MAIN ST. STE 300
RICHMOND, VA 23219**

HIRING RANGE:

\$43,000 - \$50,600 Annually

DUTIES AND RESPONSIBILITIES:

The Policy Analyst is the first point of contact for localities seeking to partner with DHCD, providing critical upfront project development guidance and advice. This position also oversees the review, evaluation, and scoring of proposals once projects have reached the point of being positioned to apply for funds. The Policy Analyst is responsible for analyzing current state and federal policies and guidelines regarding planning actions necessary to implement key DHCD programs such as CDBG, ARC, and community revitalization programs, and for recommending program and policy revisions.

QUALIFICATIONS GUIDE:

Superior analytical, communication (both written and verbal), organizational skills necessary; in-depth understanding of community development and knowledge of federal community development programs; ability to design and conduct training programs as well as to make technical presentations; technical proficiency in PC software applications; and interpersonal skills. A degree in Public Administration, Planning, or a related area is preferred. Experience in working with local governments on community development projects is preferred. Valid driver's license is required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ONLINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov>.

For additional information please contact our Human Resource Office, at (804) 371-7080

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.
